



City of Austin - JOB DESCRIPTION



Austin Water Utility Electrician II

FLSA:	Standard/Non-Exempt	EEO Category:	(70) Skill Craft
Class Code:	19380	Salary Grade:	WC7
Approved:	October 27, 1997	Last Revised:	July 19, 2012

Purpose:

Under minimal supervision, perform electrical repairs and installations on 600v-5kv motors and motor controls, 15kv substation switchgear and electrical distribution systems, and lighting systems within Austin Water Utility treatment process facilities and remote locations.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Performs complex electrical diagnostics, calibrations, maintenance and repairs on 2.5kv to 12.5kv substation switchgears, distribution equipment, protective relays, breakers, battery banks and capacity trip systems.
2. Performs complex diagnostics, maintenance and repairs on 600v-5kv motors and motor control systems, using schematics, vibration analysis, multi-meter, amp probe, megohmmeter, surge tester, and hand tools.
3. Performs complex diagnostics, maintenance and repairs on various types of process control systems related to treatment plant facilities.
4. Repairs and installs electrical distribution equipment, including but not limited to conduit, conductors, breakers, panel boards, disconnects, transformers, switches and receptacles.
5. Repairs various lighting systems, including building lighting, area lighting, street lights, ballasts, bulbs, capacitors, igniters, contactors, and photo cells using bucket truck as needed.
6. Performs preventative maintenance on all electrical equipment for treatment plant and remote location facilities while adhering to Austin Water Utility standard operating procedures and safety protocols.
7. Coordinates 15kv switching for maintenance repairs and power outages with electrical utility providers and Austin Water Utility facilities during electrical outages or switching.
8. Participates in on-call program and scheduled/unscheduled overtime.
9. Maintains records of electrical maintenance activities.

Responsibilities - Supervisor and/or Leadership Exercised:

May provide leadership, work assignments, evaluation, training, and guidance to others.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of installation, operation, and maintenance of electrical equipment and instruments.

Knowledge of the laws, theories, rules, and standards pertaining to electrical construction and maintenance, including maintenance and repair of electrical substation and utility distribution systems.

Knowledge of safety practices and procedures.

Knowledge of process and procedures for transformer connections and phasing transformers banks.

Knowledge of city practice, policy and procedures.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in planning and organizing.

Skill in using computers and related software.

Ability to use power line electrician's tools and equipment in performing all phases of line construction, operations and maintenance work.

Ability to read, interprets, and modify blueprints, schematics, diagrams, and drawing control circuits.

Ability to work in confined areas among high voltage energized lines.

Ability to learn principles of electrical theory as applied to transformers, switches, and equipment.

Ability to respond quickly and perform strenuous work under emergency and all weather conditions.

Ability to train others on the job.

Ability to establish and maintain good working relationships with other city employees and the general public.

Minimum Qualifications:

Graduation from High School Graduation or equivalent plus four (4) years of progressively responsible experience in electrical installations and troubleshooting

Licenses and Certifications Required:

Must possess a State of Texas Journeyman Electrician License or be qualified to obtain license within six (6) months

A valid Texas Class "C" Driver License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.